

**MINUTES OF THE VILAS COUNTY  
BOARD OF SOCIAL SERVICES  
June 12, 2012**

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Present: Kate Gardner, Mark Rogacki, Eric Swanson, Al Bauman, Mary Kim Black, Erv Teichmiller, Kelly Stebbeds, Kelly Von Oepen.

Absent/Excused: Chris Mayer.

Meeting called to order at 9:45 AM by Chairman Bauman.

Roll call taken:

**Motion by Teichmiller, seconded by Rogacki, to approve the agenda as published. All voting aye, carried.**

**Motion by Teichmiller, seconded by Rogacki, to approve the minutes from May 8, 2012. All voting aye, carried.**

**Approval of Administrative Vouchers-Juvenile Intake**

**Motion by Bauman, seconded by Rogacki, to approve Juvenile Intake Administrative Vouchers. All voting aye, carried.**

**Juvenile Intake Supervisor's Report**

Swanson advised the Board that he was providing administrative assistance within his department until decisions were made around the retirement of Bob Rickard.

Swanson described some of the programming utilized by his office for new Board Members including electronic monitors, Intensive Supervision and the Restorative Justice Program.

Swanson noted continuation of savings with county vehicle.

Chairperson Bauman requested deeper discussion/explanation of Juvenile Intensive Supervision during next month's board meeting. Rogacki requested paperwork and written information regarding the programs mentioned in discussion.

**Budget**

Swanson advised that Juvenile Intake has still not received the Community Intervention Grant monies for electronic monitors leaving their budget with a \$5,800.00 shortfall. Gardner advised that this was received by her department in April and per the Clerk's office was journaled at that time. Swanson will follow up with the Clerk's office to determine the status of the journal entry.

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There was discussion regarding psych evaluation charges and the issue of the Clerk's Office billing Juvenile Intake in error.

**Line Item Transfers**

None.

**Juvenile Intake Training Requests**

None.

**Juvenile Intake Property Requests**

None.

**DSS Director's Report**

**Budget**

Gardner handed out April Budget, revenue worksheet and May vouchers. Substitute Care is being monitored as it is currently projected over. Gardner advised that the budget should be ready to be fully generated by the new Visual WISSIS system by July. Currently Kerber Rose must duplicate entries in the old dbase system in order to generate a budget.

**Line Item Transfers**

Gardner indicated she was awaiting budget information from Kerber Rose on where line item transfers could be made to cover costs of their services not covered by the \$20,000.00 obtained through COP high Cost and the \$10,000 authorized from the Social Services Segregated Fund by the Board back in December of 2011.

**DSS Property Requests**

None.

**DSS Training Requests**

1. One APS social worker to free training on the Neurobiology of Drug Abuse in Lac du Flambeau on July 30, 2012.
2. Two admin staff to mandatory WHEAP Coordinator Training on June 21-22, 2012 in Madison.
3. Five social workers to free Motivational Interview training. These social workers would have commitment for long-term peer groups. As this item was not presented on the agenda, a separate motion was made to approve it: **Motion by Rogacki to approve item 3 training, seconded by Black. All voting aye, carried.**

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**Bauman motioned to approve training as presented on agenda (items 1-2), seconded by Rogacki. All voting aye, carried.**

#### **Director's Report**

Gardner gave an update on the new electronic accounting system, Visual WISSIS. All fiscal data entry is now current. The backlog consisting of Feb.-May Salaries/Fringe, March Admin and Overhead, Jan. – May Revenues is now being entered and the crosswalk with ACS and eWISACWIS is linked and working thereby allowing direct payment of Substitute Care base on placement information entered into the State eWISACWIS system. All prior entered Case Management information is being double checked and corrected for appropriate coding.

Gardner requested discussion regarding the need for a formal after-hours on-call system. Currently, a department survey of how other Northern Counties handle their on-call is being redone in light of the changes brought about by the termination of collective bargaining rights. When survey is complete, Gardner will present the options based on survey results, as well as historical data on call-out costs to the Board for further action.

Gardner advised that interviews for the vacant CPS Social Worker position are scheduled for the next board meeting on July 16, 2012. Only one applicant has applied to date.

Gardner handed out a spreadsheet of vehicle expenses/mileage costs that projected estimated additional cost savings if a second vehicle was obtained by the department. This discussion was tabled till the next Board meeting when Board Member Mayer will be present to give specific input regarding the findings.

Public Input/Annual Report meeting in conjunction with the board meeting will be scheduled for September 11, 2012.

Kelly Von Oepen from the Human Service Center (HSC) presented information related to an MOU the Department is doing with the HSC including how it will benefit VCDSS, the HSC, and the client. Bauman signed the MOU following presentation and discussion.

**Motion by Teichmiller, seconded by Rogacki, at 11:00 am to convene into closed session pursuant to Wis. Stat. Section 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility. All voting aye, carried.**

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**Motion by Teichmiller, seconded by Rogacki, to adjourn closed session pursuant to Wis. Stat. Section 19.85(1)(c) and return to open session at 11:20 am. All voting aye, carried.**

**Actions taken in closed session are as follows:**

**1) The board will review performance evaluation material provided by Gardner and compile individual responses for next meeting. All voting aye, carried.**

**2) Motion to forward Lead IM worker position vacancy to Personnel Committee by Teichmiller, seconded by Rogacki. All voting aye, carried.**

**Approval of Administrative Vouchers**

**Motion made by Bauman, seconded by Teichmiller, to approve the DSS Administrative Vouchers. All voting aye, carried.**

The next meeting is scheduled for July 16, 2012 at 9:45 am in Conference Room #2.

**Motion made by by Teichmiller, to adjourn. All voting aye, carried. Adjournment at 11:30 a.m.**